

MAJOR DUTIES AND RESPONSIBILITIES

The LGC provides comprehensive management advice to the RSO on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent assist the RSO in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO approval; assists with monitoring the LG portion of budget execution and recommends changes to the local budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

The LGC provides daily oversight of guard performance at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors. The incumbent provides oversight of 90 LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedure res and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host nation security forces, maintains contact with the guard contract management, and develops background material for use of the RSO in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

Security Functions

As the Local Guard Force Coordinator responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence. In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residences, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the FSNI and the RSO.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

Incumbent verifies, supports, facilitates and conducts training of 90 LG personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LG in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment.

The LGC briefs the RSO on a regular basis on LG operations and incidents.

The incumbent formulates the approximate \$1,000,000 LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

